NANYANG TECHNOLOGICAL UNIVERSITY
21st Students’ Union Executive Committee
Second meeting of the 21st NTUSU EXCO

Date: 6th October 2011
Time Started: 1930hrs
Venue: SAC Students’ Union Conference Room

Present On Time

<table>
<thead>
<tr>
<th>Position Held</th>
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<tbody>
<tr>
<td>1. Mr. Ramanan Kumarasamy NTUSU President</td>
<td>Mr. Ramanan Kumarasamy</td>
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<td>2. Mr. Nitish Ramkumar NTUSU Vice President (Business and Corp Comm)</td>
<td>Mr. Nitish Ramkumar</td>
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<td>3. Mr. Yan Xia NTUSU Vice President (Welfare and Student Activities)</td>
<td>Mr. Yan Xia</td>
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<td>4. Ms. Ang Hua Huang NTUSU Honorary General Secretary</td>
<td>Ms. Ang Hua Huang</td>
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<td>5. Ms. Marchelina Vincensia NTUSU Honorary Financial Secretary</td>
<td>Ms. Marchelina Vincensia</td>
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<td>6. Ms. Michelle Pung Hui Lee NTUSU Welfare Executive</td>
<td>Ms. Michelle Pung Hui Lee</td>
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<td>7. Ms. Charisses D'Souza NTUSU Publication Executive</td>
<td>Ms. Charisses D'Souza</td>
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<td>8. Mr. Tommy Susanto NTUSU Logistics Executive</td>
<td>Mr. Tommy Susanto</td>
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<td>9. Ms. Yong Yee Shi Elda NTUSU Human Resource Executive</td>
<td>Ms. Yong Yee Shi Elda</td>
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<td>10. Mr. Zhang Zhong Yi NTUSU Financial Controller</td>
<td>Mr. Zhang Zhong Yi</td>
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<td>11. Mr. Foo Shi Yang Clement NTUSU Orientation Executive</td>
<td>Mr. Foo Shi Yang Clement</td>
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<td>12. Ms. Lee Siau Li NTUSU Student Relations Executive</td>
<td>Ms. Lee Siau Li</td>
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<td>13. Mr. Saw Sheng En NTUSU Events Executive</td>
<td>Mr. Saw Sheng En</td>
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<td>14. Mr. Reinardus Surya Pradhitya NTUSU Media and IT Executive</td>
<td>Mr. Reinardus Surya Pradhitya</td>
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<td>15. Mr. Shi Yan NTUSU Student Services Executive</td>
<td>Mr. Shi Yan</td>
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<tr>
<td>16. Mr. Koh Jie Qi NTUSU Corporate Liaison Executive</td>
<td>Mr. Koh Jie Qi</td>
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Late with apologies

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<td>17. Mr. Christian Wihananto NTUSU Business Projects Executive</td>
<td>Mr. Christian Wihananto</td>
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<tr>
<td>18. Mr. Ng Chuan Swee Clarence NTUSU Publicity Executive</td>
<td>Mr. Ng Chuan Swee Clarence</td>
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The meeting was called to order at 1945 hours.

AGENDA:

1) Exco Members’ One Year Plan
2) Key Performance Indicator (KPI)
3) SU Consultation Period
4) A.O.B
5) Details of the third Exco meeting

Note/Action
Item 1: EXCO members’ One Year Plan

President

- Sits in the Hall Allocation Scheme Implementation Committee (HASIC), Student Disciplinary Committee and NTU Students’ Fund Management Committee*.

- Takes over general student issues and works with the university administration.

*The NTU Students’ Fund Management Committee comprises of the Chairperson, Vice Chairperson, Secretary, Financial Controller, two other student members and representatives from the various University Administration offices. The function of this committee seeks to control and manage the fund used to finance bursaries and grants for financial needy members of the Students’ Union.

Vice President – Business and Corporate Communication

- Oversees the Excos under him and to ensure the Union Shop takes off successfully.

Vice President – Welfare and Student Activities

- Oversees the Excos under him and provide guidance and support for new initiatives.

- Sits in the Hall Allocation Scheme Implementation Committee (HASIC) and NTU Students’ Fund Management Committee.

Honorary General Secretary

- Sits in the Student Disciplinary committee.

- Sits in the NTU Students’ Fund Management Committee.
Note/Action

- Oversees the Logistics Executive and Human Resource Executive.
- Secretary in Exco and Council meetings.
- Submission of post event reports to SAO.
- Facilitating the creation of U-Facility booking accounts.

Honorary Financial Secretary

- Sits in the NTU Students’ Fund Management Committee.
- Oversees the financial controller.
- Obtain budget approvals from the Office of Finance.
- Ensures a smooth process of money reimbursement.

Events Executive

1) International Cultural Travel Fair (ICTF)
   - 13\textsuperscript{rd} and 14\textsuperscript{th} February 2012.
   - To source for travel packages sponsorship from travel agencies.
   - Proposed date for ICTF 2013: 4\textsuperscript{th} and 5\textsuperscript{th} February 2013.

2) Ministerial Forum 2012
   - 10\textsuperscript{th} September 2012.
   - Recruitment of main committee in February 2012.
   - Ticket distribution to be spread across one week.
   - Live screening and other publicity stunts to be continued.

3) Students’ Fund 2011/12
   - BHG Bazaar to be held from 17\textsuperscript{th} to 21\textsuperscript{st} October.
   - Isetan/BHG Bazaar in Semester Two to be confirmed.
   - NTU Sweatshirts sale in Semester Two.

4) BP mentoring
   - Includes internal bonding sessions, special projects and events.
21st NTU STUDENTS’ UNION EXECUTIVE COMMITTEE
C/O STUDENT AFFAIRS OFFICE 42 NANYANG AVENUE STUDENT SERVICES CENTRE LEVEL 6 SINGAPORE 639815 FAX 67932564

- Recruitment of NIE mentors in Semester 2.

*At 2009 hours, Christian Wihananto entered the meeting.

*At 2042 hours, Ng Chuan Swee Clarence entered the meeting.

Orientation Executive

1) Open House
- A platform for prospective students to find out about the administration criteria and university culture.
- 1st and 2nd February 2012: Recruitment of student ambassadors and helpers.
- 10th March 2012: NTU Open House.
- To propose pick up points for shuttle bus from Buona Vista MRT.
- To hold flash mobs outside campus.

2) Union Orientation Camp (UOC)
- UOC is an annual orientation camp which aims to orientate and bond freshmen from different schools and faculties.
- Several events such as the “Regressar” clubbing event are also organized prior to the camp.
- 4th January 2012: UOC Beach event.
- 15th and 16th June 2012: Sending of freshmen orientation packages.
- 28th to 30th June 2012: UOC senior camp.
- To improve communication between committee members, SU Honorary Financial Secretary and various camp chairpersons.
- Create an online application system for non-academic constituent clubs.
- Propose to include NIE students in the orientation packages.

3) MOE-PRC camp
- A four-day camp targeted at SM3 scholars from China, to allow them to adapt to the new environment in Singapore and NTU.
- 28th to 30th December 2011: Actual camp.
- To inject more local flavor for a better understanding of the local culture.

4) Welcome week and Union Day
- A showcase of CCAs which allows students to find out clubs that encompass their interests.
- Clubs will also look out for potential student leaders which will lead up to Union Day.
- 20th -24th August 2012: Welcome Week.
- Propose to make voting compulsory.
- Promote club rallies early.
- Extend booths to the north south link ways outside Nanyang Auditorium.
- Ensures wet weather programs are carried out.
- Standardization of election form template, to be brought up during council meeting
*At 2118 hours, Ramanan Kumarasamy proposed a break. The motion was seconded by Nitish Ramkumar.

* At 2126 hours, the meeting was preceded.

**Logistics Executive**

- Ensure the cleanliness of the conference room and stationary supply is sufficient.
- Takes care of assets in SAC and GL.
- To come up with a list of inventories, using an inventory log book.
- To propose for purchase of needed items (queue poles, signage, scroll board, screen stand and magazine rack).
- U-ROC: Supply updated games, organize event in Semester 2.
- Ad-Hoc Committee: Members to participate in 75% of NTUSU events.
- U-facility booking guidelines for meeting rooms, SAC common area and Global Lounge.
- Others: handles venue booking requests by Excos and advertisement screening in front of SAC.

**Human Resource Executive**

- Recruitment drive and investiture.
- Arrange Bi-monthly gatherings and birthday celebrations for Excos.
- Plans events for Exco and council bonding.
- Organizes SU Appreciation Night for the subcommittee members.
- Manage HR money funds.
- Create subcommittee database.
- Keying in of CCA records.
- Host exchange students from overseas universities.

Welfare Executive

1) U-Study Campaign
   - 3rd November 2011: U-Study Campaign 2011
   - 28th March 2012: U-Study Campaign 2012
   - Increase number of goodie bags to 4,500 in Semester 1.
   - Increase number of goodie bags to 5,000 in Semester 2.
   - NTUSU lanyard to be printed in 5,000 in Semester 2.
   - 9 business managers to clinch 27 sponsorships.

2) Peer Tutoring Scheme
   - 4th and 5th October 2011: Recruitment Drive 2011
   - 21st and 22nd February 2012: Recruitment Drive 2012
   - Maintain website regularly.
   - Issue subcommittee appreciation certificates.

Student Relations Executive

- Meet-The-People session to be held in Semester 2.
- Refurnishing of the U-Shout expression boards.
- U-Shout: “What’s hot” section to include announcement and event updates from EXCOs.
- U-Shout: Monthly buzz section to post a monthly discussion topic.
- Propose for a separate NTUSU email account for processing student feedback.
- Forward good feedback and suggestions from the NTUSU Facebook fan page to the relevant university offices.

- Bi-monthly online survey, survey results to be posted on U-Shout expression board.

**Student Services Executive**

- Shuttle bus survey to be carried out.

- Checking and maintenance of the PC and printers at SAC.

- Direct feedback to SBS transit and SAO.

**Financial Controller**

- To conduct financial briefing in week 9 for all treasurers.

- Process claims and reimbursements to committee members.

**Publicity Executive**

- Administrative team: Maintenance of bus stop notice boards, mounting on Monday and Wednesday from 6.30pm to 8pm, repairing of spoilt notice boards.

- Design Team: NTUSU identity (name cards, name tags, T-shirts etc.), decoration of the SAC Union Conference Room and revamp of the SU EXCO notice board

- Photography team: Archival of event photographs, every Monday and Thursday one week after event.

- Other design projects: U-ROC, Meet-The-People session, U-Study Campaign folders and lanyards.

Shi Yan to brainstorm on new service initiatives.
Media & IT Executive
- U-Sync: An online website link for publicizing of clubs and societies’ events. Details of events such as the event name, description, posters, start and end date will be displayed.
- U-Mall: An online platform for students to put items for sale and for purchase.
- Maintaining SU website: Exco photos, council list, Exco and council meeting minutes.

Publication Executive
- Planned schedule for printing and production, better layout and better quality photographs.
- 11th October: First issue.
- Early November: Second issue.
- Propose to increase newspaper frequency to once in every 2 weeks.
- Combining Tribune and Inverse into one paper.
- NTUSU Facebook fan page: post regular updates, create regular events, increase the number of “likes” and use it as a channel for feedback.

Corporate Liaison Executive
1) Integrated Career Opportunities Network (ICON)
- ICON week in October 2011.
- Finale recruitment competition in April 2012.
2) NTUnique
- Rebrand and re-launch in November/December 2011.

All sponsor contacts to be directed to Koh Jie Qi.
- Constantly inject publicity stunts.

3) AAO sponsorship team
- To be mobilized if any AAO events require manpower.

Others: NTUSU exclusive sponsor to be confirmed, additional sponsorship items to be stored in the SU storeroom and given out to other Excos/clubs if requested.

Business Executive

1) Business Projects and initiatives
- U-Flea market: at least once a semester.
- U-Push carts.

2) Union Shop
- Designing of union shop logo.
- Designing of merchandises.
- Merchandise to be available by 24th/25th October 2011.
- Opening of Union shop on 27th October 2011.
- Financial reports to be prepared every quarterly and presented to the council.

Item 2: Key Performance Indicator (KPI)
- All Excos are to attend all Exco, council meetings and meetings with Associate Provost (Student Life) Prof Kwok Kian Woon and Director (Student Life) Kristen Sadler.
- All Excos are expected to attend all NTUSU events.
- Be proactive in discussions and take initiatives.
Note/Action

- Be present for allocated consultation period timeslots.
- Adhere to individual KPIs set by the VPs, Hon Gen Sec and Hon Fin Sec.

Item 3: SU Consultation Period

- All to upload timetables onto outlook.

Item 4: A.O.B

- Transfer of task forces, the following actions to be taken over by:
  - Michelle Pung Hui Lee: Campus spaces.
  - Christian Wihananto: Co-op store and Union Shop
  - Nitish Ramkumar and Reinardus Surya Pradhitya: U-Sync website.
  - Ramanan Kumarasamy: Review of Hall Allocation Scheme
  - Shi Yan: Shuttle bus services.
  - Changes in SU staff salary.
  - Proper usage of the FB Exco closed group.

Item 5: Details of the third Exco meeting

The details of the third Exco meeting will be decided at a later date and communicated to the Exco via email.

This meeting was called to an end at 0100hrs, 7th October 2011.

Minutes prepared by: Ms. Ang Hua Huang
Honorary General Secretary
21st NTUSU EXCO

Minutes vetted by: Mr. Ramanan Kumarasamy
President
21st NTUSU EXCO